



*Reason for Visit: Training	_] 4	*First Day of Vis	iit: 2013 07 23
2 , POC: Daniel V	Valker		S . ∗Last Day of Vis	iit: 2013 07 31
3. POC Phone: 757-878	3-1821			
*Visited SMO: Select	SMO			
Visitor List:				
Visitor Name	SSN	DoD EDI PN	Person Category	Permanent Certification Remov
	*At least 1 v	visitor is required	i.	
You must f	first save the Vis	sit Information th	en Add visitors.	
	Add Visit	○ Modify V	isit Cancel Vis	it

Step 1: Need to ensure all five blocks are filled out correctly. You might use the following personnel in block # 2.

Mr. Daniel Walker Phone number: 878-1821

• Mr. Anthony Hurt Phone number: 878-1805

Step 2: Click on "Select SMO"

In accordance with DoD Regulations and the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. DoD Regulations are: 5 USC 301 - Departmental Regulations, DoD 5200.1-R - The Information Security Program, Title 5, United States Code, Section 552a Public Law 93-579 (Privacy Act of 1974), DoD Directive 5400.07 - The Freedom of Information Act (FOIA) Program, DoDD 5400.11-R - DoD Privacy Program, and DTM-04-009 Security Classification Marking Instructions.





r Search Criteria:	0212	
Name:		
Location:		
	Search	Reset
	Click on Code link below in o	rder to select SMO
MO Code	SMO Name	SMO Location
	Close	
	FOR OFFICIAL USE O	NLY (FOUO)

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Step 3: Use the correct Security Management Office (SMO)

Code – <u>DDJ0212;</u>
then click "Search."





Enter Search Criter	ia:	
Code:	DDJ0212	
Name:		
Location:		Section Sectio
	Search	Reset
	Records 1 - 1 of 1, Page 1	
	SMO Name	SMO Location
SMO Code		
	JOINT STAFF SOUTH SECURITY MGMT OFFICE, Level 2	HAMPTON ROADS/TIDEWATER
SMO Code DDJ0212		
	OFFICE, Level 2	

1974), DoD Directive 5400.07 - The Freedom of Information Act (FOIA) Program, DoDD 5400.11-R - DoD Privacy Program, and DTM-04-009 Security Classification Marking Instructions.

Step 4: Ensure this is the answer you see after the search.

Step 5: Click on the underlined SMO Code this will populate "Visited SMO" on the next screen.





? Visit Information		
*Reason for Visit: Training		
POC: Daniel Walker *Last Day of Visit: 2013 07 31		
POC Phone: 757-878-1821		
*Visited SMO: DDJ0212 - JOINT STAFF SOUTH SECURITY MGMT OFFICE, Level 2 Select SMO		Step 6 : Visit SMO populated and Click "save."
Visitor List:		
Visitor Name SSN DoD EDI PN Person Category Permanent Certification Remo	ove	
*At least 1 visitor is required.		
You must first save the Visit Information then Add visitors.		
Save		
FOR OFFICIAL USE ONLY (FOUO)		
In accordance with DoD Regulations and the Privacy Act of 1974, you must safeguard personnel informati	on	

retrieved through this system. DoD Regulations are: 5 USC 301 - Departmental Regulations, DoD 5200.1-R - The Information Security Program, Title 5, United States Code, Section 552a Public Law 93-579 (Privacy Act of 1974), DoD Directive 5400.07 - The Freedom of Information Act (FOIA) Program, DoDD 5400.11-R - DoD Privacy Program, and DTM-04-009 Security Classification Marking Instructions.





Visit Information		
*Reason for Visit: Training	*First Day of Visit: 2013 07 23	
POC: DANIEL WALKER	*Last Day of Visit: 2013 07 31	
POC Phone: 757-878-1821		
*Visited SMO: DDJ0212 - JOINT STAFF SO	UTH SECURITY MGMT OFFICE, Level 2 Select SMC	Step 7: Ensure this is the answer you see after the search.
Visitor List:		
Visitor Name SSN D	DOD EDI PN Person Category Permanent Remo	ve
Add Vis	itor(s)	Step 8: Click on "add visitors"
	© Modify Visit	
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etrieved through this system. DoD Regulations are ne Information Security Program, Title 5, United St	cy Act of 1974, you must safeguard personnel informatic e: 5 USC 301 - Departmental Regulations, DoD 5200.1-F ates Code, Section 5528 Public Law 93-579 (Privacy Ac	R - ct of

Privacy Program, and DTM-04-009 Security Classification Marking Instructions.





? Pe	erson Cate	egory Sear	ch		
*SSN:	*DoD EDI PN: PUT IN	SSN			
La	st Name:				
Search					
Search	Result:				
SSN	DoD EDI PN	Name	Category	Organization	Add
			Cancel		

Step 9: Search for the individual in JPAS database. Note: Need to use the individual SSN.

Note: IAW Global Command and Control System- Joint (GCCS-J) Training Management, CJCSI 6721.02B, - all students attending GCCS-J courses or taking GCCS-J training online require a **FINAL US Secret clearance**.

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? Pe	erson C	Category Searc	h			Step 10:
*SSN:	*DoD EDI PN:					10.a. Member is populates "Search Result."10.b. Then click the box below "add"
Coarab	1					10.b. Their click the box below add
Search	l Result:					10.c. Once this is completed, the visit request is submitted.
SSN	DoD EDI PN	Name	Category	Organization	Add	viole roquose lo oustrimesur
		DODD, KATHRYN D	Civilian Employee	DJJ021	4	
	STATE OF THE STATE	Ad	d Cancel		1	
		FOR OFFICIA	AL USE ONLY (FOL	JO)		
retrieved to The Inform	through this s ation Securit OoD Directive	DD Regulations and the Privis system. DoD Regulations are ty Program, Title 5, United S e 5400.07 - The Freedom of	re: 5 USC 301 - Dep states Code, Section Information Act (FC	artmental Regulations, Do 552a Public Law 93-579 IA) Program, DoDD 5400	D 5200.1-R - \ (Privacy Act of	